



Ryan White Title I HIV Health Services Planning Council

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PLANNING COUNCIL MEETING MINUTES

Thursday, November 18, 2004
4:00 p.m. to 6:00 p.m.
Maricopa Medical Center
2601 East Roosevelt St.

Approved

The following provides a written summary of the minutes recorded. To listen to the official recorded minutes, contact Planning Council Support. The tape(s) will be provided for review.

MEMBERS, GUESTS and STAFF

Present: Mark Allan, Erica Avery, Bob Baily, Michelle Barker, James Bryant, Marti Cutler, Orlando Escobar, Randall furrow, Kimberley Bickes (alt. for Deborah Frusciano), Damon gunn, Barr Jenkins, Mark Kezios, Helen Lansche, Gregg Levendoski, Eric Moore, Maria Balderrama (alt. for Michael Mangen), Tara Radke, Larry Stahli, Maclovio Zepeda (alt. for Louie Tapia), Keith Thompson, Cynthia Trottier, Clarence Tucker, Jonathan Weisbuch, Carol Williams, Terri Leija (alt. for Mary Rose Wilcox), Glen Spencer, Elbert Bernal, Arcadio Madero, George Garcia, David Paquette, Bjorn Parrish, Victor Pawlak, Jose Moreno, Cheri Thomlinson, Harvey Miller, Lee Cox, Melissa Nyba, Robert Castillo, John Sapero, Ellissa Babasick

Excused: Donna Bryant, Fran Garrett, Nova Lawson, Elizabeth Ashby, Debby Elliott, John Murray, Stephen O'Dell, James Reed,

Absent: Juan Carrasco

WELCOME, INTRODUCTIONS, and INFORMATIONAL ITEMS

Mark Kezios called the meeting to order at approximately 4:10 p.m. He welcomed everybody and asked everyone to introduce him/her self.

DETERMINE QUORUM

Quorum was established at 4:15 pm.

REVIEW AND APPROVAL OF MEETING MINUTES FROM OCTOBER 14 & NOVEMBER 8, 2004

Larry Stahl noted that on the October 14 minutes, under Unmet Need, the correct number of HIV cases stated was 9,713. Tara Radke noted that the acronym HART should be changed to HARS in two locations and HAART in one location.

Carol Williams discussed that she was excused for the November 8th meeting.

MOTION: Keith Thompson motioned to accept the minutes as amended. Randall Furrow seconded the motion.

DISCUSSION: None.

OUTCOME: The motion passed.

ADMINISTRATIVE AGENT UPDATE

The Administrative Agent (AA) discussed that the application for next year is done. The level of support from providers and consumers was incredible and he thanked everyone for their support.

All providers have been sent a letter asking them to gauge if they will have unexpended funds to redirect at the end of the year ("scoop up").

Providers who have been awarded money for next year have been sent a letter asking for a budget detail and scope of work, deliverables, etc.

RFPs for the services of Targeted Outreach – African American, Emergency Client Assistance, and Food Services were recently issued. Applications for these RFPs are due tomorrow.

The "carry-over" amount of \$350,000 that we did not spend last year and have requested to spend this year has not been approved by the Feds yet.

The Maricopa Department of Public Health has its own response to the HRSA Site Visit Report, but does not have anything from the Planning Council (PC) yet. Their response will discuss that the Planning Council response will be forthcoming. This response will be shared with the PC membership.

Clarification was asked about the carry-over funds: who is approving it, how long have we been waiting, and what are we using it for? The AA related that the Feds have to

approve it, that we have been waiting since March for approval, and that the PC determined the funds would be used for the purchase of Title I pharmaceuticals.

CHAIR UPDATE

Mark Kezios assumed the role of acting Chair in the absence of the PC Chair. He discussed that because he did not create the meeting agenda, there were items that he would table until the next PC meeting.

1. ***PC request for a full copy of the completed grant year 2005 grant application submitted for consideration:*** This was requested.
2. ***August 2004 Site Visit Report responses due by 11/30/04:*** This was related to the Council. Keith Thompson asked if the feedback already provided (such as he did earlier) would be included in the response. There was discussion about the due date of the responses. Philip Seeger discussed that Debby Elliott wished the Council to know that Care Directions has provided a response directly. Eric Moore questioned if the Planning Council membership was going to see the PC response prior to its submission. The Acting Chair asked that anyone who provided comments to the Chair to CC: Planning Council Support (PCS) in case any issues arise.
3. ***Open nominations for the vacant Executive Committee position of Secretary:*** PCS was asked to read the job description from the Bylaws. Randall Furrow nominated Eric Moore. Eric accepted. Mark Kezios encouraged anyone who wished to nominate, or self-nominate, a candidate to contact Planning Council Support. Mark voiced that the nominations for the next Executive Committee elections could occur at the next meeting – the Council agreed with this.
4. ***MOUs:*** This item was tabled.
5. ***Recently docketed Bylaws also need HRSA approval:*** PCS related the Bylaws were forwarded to HRSA project officer on October 5th. It was questioned when it became necessary to obtain Bylaw approval from HRSA, as opposed to the County BOS. Was this in the Bylaws or CARE Act? Was this a condition of award? It was discussed that the initial PC Bylaws were approved by HRSA, but this was not currently required by the Bylaws. This issue would to be researched further.
6. ***Membership removal appeal letter submitted:*** The acting Chair did not have notice as to whose membership this related to. PCS was asked if the Council Chair had responded to the Planning Council's actions of November 8th - PCS related that the County Attorney had just approved the notification letter

and it had been sent the day before via email and FedEx. The Chair had fifteen days to respond to the letter.

7. ***RFP services due tomorrow:*** This was stated as written.
8. ***Allocations reconsiderations of Needs Assessment data, Pinal County services, HRSA priorities:*** The acting Chair discussed that he had not had any communication with the HRSA project officer and was hoping the PC Chair would be in attendance to provide clarification on this issue. He discussed that Pinal County received funds for project support this year, but that this was not funded in the allocation for next year, and related that anyone living with HIV/AIDS in Pinal County is entitled to, and do access, all service categories. The delivery of services and other areas did need review, which was scheduled to occur in upcoming Allocations meetings.

Terri Leija asked if these clients came into Maricopa County to access services, and if so, was transportation provided? The Administrative Agent related that all contractors must provide service in both Maricopa and Pinal County; some contractors do this directly, some use sub-contractors. Transportation is provided to clients who need to travel. Terri Leija asked if we know where people who are not in service live? Tara Radke responded that most people with unmet need live in Maricopa and Pinal County, but are also scattered throughout the state.

Michelle Barker asked for clarification on what the program support coordination funds for Pinal County were actually paid for. The Administrative agent related that this provided for service coordination, a small travel budget and helped fund a Pinal County Needs Assessment.

Terri Leija asked about the efforts to get a Pinal County representative to attend the PC meetings. Larry Stahli related that John Murray was attempting to call the former Pinal County representative to encourage her to reapply and attend.

Keith Thompson related that it had been previously mentioned that the Allocations Committee did not consider the Pinal County Needs Assessment. He discussed that he reviewed the materials he had received in August and September and this document was indeed provided, reviewed and discussed.

Mark Kezios related that there is constant new and emerging data that is reviewed as it is available.

PRESENTATIONS

Arizona AIDS Education Training Center: The presenter was stuck in traffic; the item was tabled until he arrived.

Allocations Committee Reallocation Recommendations: Bob Baily discussed that \$209,643 was available to reallocate. He asked the Administrative Agent to explain why the money was returned; the AA explained that APAZ had defaulted on all of its contracts, which meant the funds were no longer encumbered. There was nearly a half a million dollars unspent. His office was able to establish revised contracts with other providers to transition most services, but African-American Targeted Outreach and Family Services were not able to be transitioned, and there was not enough time left in the grant year to contract new providers. The AA shared this information with the Allocations Committee and asked them to determine how to distribute these funds. Bob Baily reviewed the recommended reallocation:

\$10,643	Title I Pharmaceuticals
\$89,000	Dental
\$30,000	Behavioral Health/Substance Abuse
\$30,000	Alternative/Complimentary Services
\$10,000	Food Services
\$10,000	Transportation
\$20,000	Nutritional Services
\$10,000	Program Development
	(for cultural competency training as recommended by HRSA)

MAI Designations

\$12,440	Behavioral Health (professional Spanish speaking)
\$69,012	Targeted Outreach Hispanic

The Administrative Agent discussed that this situation had never occurred before, and APAZ has indicated that there will be no future billings, but as the agency filed bankruptcy, this may change. The actual available dollar figure may change. Bob Baily discussed that the committee felt it was important to provide client services and reallocated the entire amount of funds. The AA related that there are some funds in reserve to help cover any additional billings, but the agency could bill at any point up to the end of the grant year for their October billings, which may affect the available funds.

MOTION: Terri Leija motioned to accept the recommended allocations. Larry Stahl seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Bob Baily thanked the committee for their hard work. He also expressed disappointment that there is a grievance against the committee and discussed that while we may sometimes disagree with some decisions, we needed to work as a group to help consumers.

Bob also discussed that Damon Gunn had stepped down from the position of Vice Chair of the committee. He has asked Marc Alan to be his Vice Chair. The acting Chair approved this appointment.

Mark Kezios expressed disappointment at losing Targeted Outreach to the African-American community for the remaining months of the grant year. He praised the Allocations Committee for funding cultural competency training and for the outstanding job they did.

COMMUNITY UPDATES

Community Planning Group (CPG): On Saturday, December 4th, there is a CPG retreat for interested members of the public and continuing members. The retreat is at the Franciscan Renewal Center. A flyer will be forwarded to PCS for broadcast to the PC membership.

Also, on Monday, November 28, the Statewide Prevention Advisory Group will meet at the state Health Department from 10:00 am to 1:00 pm. The meeting is open to the public and they are trying to get a variety of input.

Title IV: HRSA is releasing the Title IV application in December. It will be due in February of 2005. Title IV will be working with their colleagues to complete the application. Also, Title IV would like time on the next Planning Council agenda to provide a presentation, and they are looking for other agencies who would like them to do a presentation to their staff.

Arizona AIDS Education Training Center: Robert Castillo discussed that this program is a part of the Ryan White CARE Act, part F. The goal of their program is to reach low and mid-volume providers to teach them how to treat people living with HIV/AIDS in the state. They have two MAI projects targeting capacity building: One to get African-American HIV+ men in care, and another working with providers in Pima County to make them more culturally-competent in working with regional Indian tribes. They have a traveling program that visits rural communities to provide training for

providers in these areas. They are also collaborating with other organizations to offer a provider workshop in the future.

Mark Kezios asked if they could provide this training for the Planning Council. Robert responded that they would be able to do this. Mark also asked how they were working to help get African-Americans into service. Robert discussed they were initially working with T.R.I.B.E., and they currently had an application process in progress and were talking with potential providers.

SUB-COMMITTEE UPDATES

Allocations Committee: The next meeting is on Wednesday, December 8th, from 12:00 pm to 2:00 pm, at Public Health. Bob related that they will be discussing Targeted Outreach at upcoming meetings and has asked RJ Shannon to come and discuss potential alternative funding sources.

Community Planning and Assessment Committee: Larry Stahl discussed that they have begun to discuss the next Needs Assessment. They would like the recently created task force to combine with the committee to help analyze the Focus Group results.

Consumer Advocacy Committee: Cynthia Trottier discussed that the meeting scheduled for November 22nd has been combined with the Planning Council 101 presentation on Tuesday, December 7th, from 4:00 pm to 7:00 pm at Public Health. New members and the public will be invited to attend. Cynthia encouraged everyone to forward any information about services and programs that they would like shared at the meeting.

Evaluations Committee: Michelle Barker discussed that, as Vice Chair, she would assume the role of Chair of the committee, if desired, and hold a meeting starting in January. The acting Chair accepted her for the position of Chair.

Membership Committee: Larry Stahl discussed that the committee did not review applications at the past meeting, but did review member status. There have been two resignations from the Council: Robert Horton and John Saper. There were six people who were sent voluntary resignation letters due to unexcused absences, and one person who lost their affiliation. The next meeting is on December 1st.

Rules Committee: Larry Stahl related that the committee reviewed three grievances; two were considered not to have standing, and one was referred to mediation for resolution. One of the complaints was that a person on the Council was threatened at a meeting; he reminded the attendees that this kind of behavior was inappropriate; the Council and our meetings should be comfortable and none should feel threatened. If anyone is ever threatened, they should notify PCS. Eric Moore related that the threat

concerned a voting issue. The committee also discussed Emeritus Board status; according to the current Bylaws, this is a conflict of interest. The committee determined that the Planning Council Chair does not have the authority to overrule the Policies and Procedures of committees. The committee also discussed the proposed Associate Membership level and other things referring to committee chair appointments, etc. Larry discussed that due to the holiday, the November 22nd meeting will be postponed.

Bob Baily reiterated that he felt strongly that if people keep filing grievances, we will not get qualified people on the Council because they will not want to face legal action. This has never happened with the Council, but it seems to be happening in the last few months. He also stated that no one should ever be threatened, no matter what they say. He wants to see qualified people on the Council and we shouldn't do things to discourage them from joining.

Mark Kezios reviewed the Bylaws section that related to grievances and how to resolve them.

COMMUNITY FORUM

There was no discussion.

CALL TO THE PUBLIC

Eric Moore thanked everyone who donated or shopped at the HALP yard sale – they raised over \$1800.

Eric also discussed that the services for former Council member Caesar Perez would be at 11:00 am on Saturday, November 20th, at the Camelback Sunset Chapel at 301 W. Camelback Rd.

Mark Kezios wished everyone a Happy Thanksgiving.

The AIDS Housing Alliance is meeting Friday, November 19th 10:00 am at Area Agency on Aging/Care Directions.

Tara Radke thanked Mark Kezios for his leadership during a challenging couple of months and for stepping up to the plate as acting Chair.

ADJOURN

The meeting adjourned at approximately 5:45 pm.